

**JOINT FORCE HEADQUARTERS WISCONSIN
WISCONSIN NATIONAL GUARD
HUMAN RESOURCES OFFICE/J1
P.O. Box 8111
Madison, WI 53708-8111**

**Army National Guard Active Guard Reserve (AGR)
ANNOUNCEMENT AR 04-164**

OPENING DATE: 1 December 2004

CLOSING DATE: 15 December 2004

**APPLICATIONS MUST BE RECEIVED BY
CLOSE OF BUSINESS (1600 HOURS)**

POSITION: Recruiting and Retention Specialist

UNIT/LOCATION: Recruiting and Retention Command, Madison, WI

OPEN TO MALE AND FEMALE SOLDIERS

MILITARY REQUIREMENTS (MOS): Must be qualified or able to qualify in 43A00;
Human Resource Management

AREA OF CONSIDERATION: Any current member of the WIARNG or individual eligible
for appointment in the Wisconsin Army National Guard.

SALARY RANGE: Pay and allowance commensurate with military rank.

MINIMUM ALLOWABLE GRADE: 1LT/O-2

MAXIMUM GRADE AUTHORIZED: CPT/O-3

MINIMUM QUALIFICATION REQUIREMENTS

1. It is desirable that applicants have served a minimum of two years in the National Guard within the last six years.
2. Applicants must meet physical standards established in AR 40-501, Chap 3 and AR 600-9.
3. Must be able to complete a 3-year initial tour of active duty before:
 - (a) Completing 18 years of active service or
 - (b) The date of mandatory removal from an active status based on age, or service (without any extensions), under any provisions of law or regulation, as prescribed by current directives.
4. Separation from the military service for cause constitutes ineligibility.
5. Voluntary separation for one or more days from the AGR program results in ineligibility to reenter the AGR program for one year from the date of separation (waiverable).
6. Applicants are encouraged to refer to detailed qualifications in Chapter 2, AR 135-18.
7. Applicants selected for positions are subject to a background investigation and/or police record checks prior to being ordered to AGR status.
8. Applicants must not be subject to flagging action when ordered to AGR status.

ADDITIONAL INFORMATION

1. Individual selected will be ordered to/or continued on full-time military duty under the provisions of Title 32 USC 502(f). Subsequent tours are at the discretion of the Adjutant General.
2. Individuals entering the AGR program are required to enroll in the Army Sure-Pay Program (direct deposit).
3. Normally the selected individual will be stabilized in the position for the first 18 months of the tour.
4. Applicants participating in the Selective Reserve Incentive Program (SRIP) may be terminated from SRIP upon entry in the AGR program. Review the SRIP addendum to enlistment contract for termination rules.

BRIEF DESCRIPTION OF DUTIES

Functions as Principle Staff officer for the RRC in the areas of S-1, S-3, and S-4. Supervises office staff personnel to ensure their mission support tasks of the RRC are executed properly. As the account manager for all RRC accounts, responsible for all budget transactions and PBAC requirements for funds exceeding two million dollars. Advises the command on all matters fiscally related in accordance with current legal and regulatory guidance. Responsible for the care, use, maintenance, security, and replacement for over 80 combined GSA and state vehicles assigned to the unit. Manages resources to support programs and training requirements to accomplish the States Recruiting Mission. Prepares and distributes correspondence on behalf of the commander to include congressional investigations. Acts on behalf of the commander for personnel/supply actions, following the commander's intent. Maintains positive customer service environment for both internal and external customers. Performs other duties and special projects as assigned.

HOW TO APPLY

1. All applicants must submit the following documents:

- Cover letter
- Submit a **signed and current dated**, NGB Form 34-1, with a cover letter. (**On Board WIARNG AGR Officers Exempt from submitting, NGB Form 34-1**)
- DMA Form 181, (Race and National Origin Identification) dated 1 Jul 1998
- A certified copy of DA Form 2-1, (Personnel Qualification Record), **with ASVAB scores listed**.
- Either a copy of last three NCO-ER's (**all pages, front and back**) (E-5 and above) or a letter of recommendation (new E-5 and below).
- Copies of **ALL** DD Form 214 (Certificate of Release or Discharge from Active Duty), (not required for on-board AGR personnel).
- Submit a statement (separate of DA 705) of **current** height, weight, and if applicable, body fat measurement **signed by unit Readiness NCO, First Sergeant, or Commander. Readiness NCO, First Sergeant, or Commander.**
- A Copy of DA Form 705, (Army Physical Fitness Test Scorecard).
- Copy of current (done within the past 5 years) physical, DD 2807-1, (Report of Medical History) & DD 2808, (Report of Medical History) (**all pages**), **including PULHES scores. If PULHES is P3 or P4 please provide MMRB results.**
- **Comments on specific qualification requirements** named in this announcement, if applicable, will be included in a separate attachment to the NGB Form 34-1, or Cover Letter for on board AGRs.
- **A statement explaining the absence of these documents must be included in the cover letter.**

NOTE: Members of the Wisconsin Army National Guard are encouraged to contact their unit Readiness NCO to obtain the documents needed.

2. Forward application to: Joint Force Headquarters Wisconsin, ATTN: **WIJS-J1-MS-MD (AGR Army Staffing)**, 2400 Wright Street, Madison, WI 53704-2572. Applications must be mailed at applicants' own

expense (next day mail suggested). Individuals may call before job-closing date to ensure the application was received. HR will not review the application before the closing date. The applicant is responsible to ensure that application and all required supporting material are complete. If the application is incomplete, a letter will be sent to the individual indicating the reason for disqualification. All applications submitted become the property of the Human Resources Office and will not be returned.

FAXED APPLICATIONS WILL NOT BE ACCEPTED.

3. Questions regarding this announcement may be referred to AGR Army Staffing, Comm (608) 242-3720 DSN 724-3720 or e-mail fedhrfeedback@wi.ngb.army.mil